

User Guide Team Member

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1. My Profile, Tutorials and Contextual Help

My Profile

When registering on ITM Platform, you will receive an email containing a URL address and your log-in details (1).

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Welcome to ITM Platform Para communication@itmplatform.com HI David, thanks for registering with ITM Platform. Here is the information you will need to access your account: • Your work environment: http://demo.itmplatform.com/AutoLoginTrial.aspx?ld=f+NYgf787.Jw= • Login: communication@itmplatform.com • Your wolk environment: http://demo.itmplatform.com • Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: • Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile • Apple iOS: https://flunes.apple.com/us/app/itm-platform/id8358643457!=es&ls=18.mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources • Online personalized sessions in spanish: register at http://www.implatform.com/es/sesiones-demostracion • If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. • Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service support@itmplatform.com	ma. 16/09/2014 11:08	
Para communication@timplatform.com Hi David, thanks for registering with ITM Platform. Here is the information you will need to access your account: . . Your work environment: http://demo.itmplatform.com/AutoLoginTrial.aspx?kd=f+NYgf787Jw= . Login: communication@timplatform.com . Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: . Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile . Apple IOS: https://fluxes.apple.com/us/app/fm-platform/id835864345?l=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources . Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion . If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. . Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service support@timplatform.com	notifier@itmplatform.com	
Hi David, thanks for registering with ITM Platform. Here is the information you will need to access your account: • Your work environment: http://demo.itmplatform.com/AutoLoginTrial.aspx?ld=f+NYgf787Jw= • Login: communication@ltmplatform.com • Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: • Android: https://play.google.com/store/apps/details?id=com_ITMPlatform.ITMmobile • Apple IOS: https://tunes.apple.com/us/app/tm-platform/id8356643457I=es&Is=18mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources • Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion • Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service <u>support@itmplatform.com</u>	Welcome to ITM Platform	
 Your work environment: http://demo.itmplatform.com/AutoLoginTrial.aspx?ld=f+NYgf787Jw= Login: communication@itmplatform.com Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile Apple iOS: https://itunes.apple.com/us/app/itm-platform/id835864345?l=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. 	Para communication@tmplatform.com	
 Your work environment: http://demo.itmplatform.com/AutoLoginTrial.aspx?ld=f+NYgf787Jw= Login: communication@itmplatform.com Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile Apple iOS: https://itunes.apple.com/us/app/itm-platform/id8358643457!=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. 		
 Login: communication@itmplatform.com Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile Apple iOS: https://itunes.apple.com/us/app/itm-platform/id835864345?l=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service support@itmplatform.com 	Hi David, thanks for registering with ITM Platform. Here is the information you will need to access your account:	
 Login: communication@itmplatform.com Password: c123456 You will access a complete example environment. These credentials are also valid to access ITM Platform from your mobile device. Download the app in: Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile Apple iOS: https://itunes.apple.com/us/app/itm-platform/id835864345?l=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service support@itmplatform.com 	Your work environment: http://demo.itmplatform.com/Autol.opinTrial.aspx?ld=f+NYof787.lw=	
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These credentials are also valid to access ITM Platform from your mobile device. Download the app in: • Android: https://play.google.com/store/apps/details?id=com.ITMPlatform.ITMmobile • Apple iOS: https://itunes.apple.com/us/app/itm-platform/id835864345?l=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources • Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion • If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. • Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service https://gitmplatform.com	Password: c123456	
 Android: <u>https://play.google.com/store/apps/details?id=com.ITMP!atform.ITMmobile</u> Apple iOS: <u>https://itunes.apple.com/us/app/itm-platform/id835864345?l=es&ls=1&mt=8</u> And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources Online personalized sessions in spanish: register at <u>http://www.itmplatform.com/es/sesiones-demostracion</u> If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service <u>support@itmplatform.com</u> 	You will access a complete example environment.	
 Apple iOS: https://itunes.apple.com/us/app/itm-platform/id835864345?!=es&ls=1&mt=8 And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time: Available resources Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. 	These credentials are also valid to access ITM Platform from your mobile device. Download the app in:	
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 Online personalized sessions in spanish: register at http://www.itmplatform.com/es/sesiones-demostracion If you are interested we could offer you a personalized session in english with one of our experts to answer your questions and help you adapt ITM Platform to your needs. Help and tutorials that will help you to take first steps in an easy way. Plus, of course, our support team at your service support@itmplatform.com	And now we are going to make it easy for you to take full advantage of ITM Platform in the shortest time:	
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		1010-010-00
Best regards,	Plus, of course, our support team at your service supportigitmplatform.com	
	Best regards,	
The ITM Platform team	The ITM Platform team	

Access the ITM Platform environment and enter your log-in username and password 2.



Your username will be the email address you used when registering, the one to which system notifications will be sent.

Your profile data and password can be changed 3:

ITM Platform	share an update	Team Me	
Prog. ns & Portfolio		▲ My Profile ★ Change Passwork	Team Member
MY DESKTOP	Schedule	O Log out	A My Profile
tione	T-1523-13080001 Initial projection stage 01/01/		★ Change Password
	1-1523-13080006 Assign resources to preliminary research-New p 01/11,		
DD My Projects	T-1523-13080011 Laboratory product-New product line 01/28		S Log out
My Services	1.1523.13080020 Allocate resources for development stage-Neir / 03/11,		
My Tasks & Activities	T-1523-13080022 Gather market information-New product line 03/12		
	T-1523-13080027 Determine the characteristics of the product (cm 03/12)		
My Timesheet	T-1523-13080035 The resources of the pilot phase-New product lii 06/20		
	Wy Board	- Today	
	- my board	- 100ay	
	All Messages Direct Messages	Tasks and Activities The preliminary budget	
		Equipment	
	Display: All Messages + Organize by: Comments Date +	Determine the scope of the	project
		Confirm product specificatio	ins
		Programs, Projects and Services	
	Julio Cline Task: Define preliminary resources Project: Software application development	Software application develo	opment
	Project. Software application development	New product line	
	Who places the purchase orders for the materials to perform this task?	Last 8 Day Time Report	HH:MM
	Send Direct Message - 09 September 2013 15:40:48	Wednesday, February 04, 2015	0:15
		Tuesday, February 03, 2015	0:15
	C Show one more comment	Saturday, January 31, 2015	0:15
	Full Access Accounts keeps track of all the purchases made and has an access role allowing them to do this.	Friday, January 30, 2015	0:15
	99 September 2013 15:46:35	Thursday, January 29, 2015	0:15
		Wednesday, January 28, 2015	0:45
	Team Member Okay. I will deal with updating the project budget to include all purchases Delete - 09 September 2013 15:46:36	Tuesday, January 27, 2015	0.45
		Saturday, January 24, 2015	0.45
		Current Month	View more

Tutorials

Consult the video tutorials and guides by accessing the **Tutorials** option **1** via the Help button



or via the ITM Platform YouTube channel at http://www.youtube.com/user/itmplatform 2.

You Tube ES		Q, Subir vídeo	Iniciar sesión
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2. Home

The Home page will provide access to all the features you need and will display important information about your work. The main elements are shown below:

A Platform		Team Membe	er 🔻
Sins & Portfolio	k Home	3 Search	
1	Schedule		
Y DESKTOP			
	T-1523-13080067 "Wait and see" stage-New product line 10/21/		
	T-1523-13080003 The idea of the product description-New proc 01/01		
jects	T-1523-13080005 Preliminary investigation stage 01/14		
vices	T-1523-13080007 Develop preliminary research plan-New prod 01/14		
sks & Activities	T.1523-13080012 Evaluate internal product-New product line 02/11		
No & Activities	T-1523-13080021 Market evaluation 04/02		
esheet			8.
	T-1523-13080028 Create prototype-New product line 03/14/		
	4		•
	- M. Durind	Today	
	My Board	- Today 5	
		Tasks and Activities	-
	All Messages Direct Messages		
		The preliminary budget	
		The preliminary budget Equipment	
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- **Menu**: Access all the other options from here.
- **Talkbox**: Use this to post a comment that you wish to share from any ITM Platform screen.
- **Search**: Find anything you need by typing in this text box.
- **Tasks**: View the tasks assigned to you instantly and at a glance. The vertical stripe is today.
- 5 Today Panel: A list of tasks and projects that are active today. The 上 icon means you are the Task Manager.
- **6** Communication Panel: All your communications both public and private classified by element.

3. My Tasks and Activities

The "My Tasks and Activities" section 1 (or just "My Tasks" for *Projects & Teamwork*) is an information hub on the assignments received by the Project Manager.

All tasks will be shown by default, but the list can be filtered to only show those of most interest to you at any given time. In this example, we have opened the filter section (2) and selected those tasks that end before a certain date and currently have a status of "Ongoing" (3), which produces a list with the tasks that meet these conditions (4).

Programs & Portfolio	share an update									(anima)	
	My Tasks & Activities									Search	
	P Filter										11
MY DESKTOP	- The										
Home	Task/Activity Name:	Project/Service Name:					14200		3		
My Projects	Priority: All	▼ Type: All		• ore options •		Status:				Apply	× Reset
My Services					2—		Closed				
My Tasks & Activities	My Assigned Tasks & Activities				-		Completed				
) My Timesheet	1 II .						Scheduled				Export to Exe
	Task/Activity Name	Project/Service Name	Туре	Status	Priority	Start	StandBy		11	i Time entry	
	"Wait and see" stage	Rew product line	Generic	In Progress	Normal		To Verify		*	G	
	Allocate resources for develo	P New product line	Generic	In Progress	Normal	3/11/2	014 3/12/2014	8:00	6:30	•	
	Analysis of competitors	P New product line	Generic	In Progress	Normal	4/2/20	14 4/5/2014	10:00	7:00	G	
	Analyze customer experience	P New product line	Generic	In Progress	Normal	7/4/20	7/10/2014	10:00	5:00	G	
	Analyze the competition	P New product line	Generic	In Progress	Normal	1/14/2	014 1/15/2014	8:00	7:00	G	
	Assess the effectiveness of th	Winter promotion	Generic	In Progress	Normal	12/20	2	4:00	2:30	G	
	Assess the market	P New product line	Generic	In Progress	Normal	1/14/2	014 1/16/2014	10:00	9:00	G	
	Assign development staff	Software application development	Generic	In Progress	Normal	9/30/2	014 9/30/2014	4:00	3:00	G	
	Assign resources to prelimina	P New product line	Generic	In Progress	Normal	1/11/2	014 1/14/2014	8:00	7:30	G	
	Check raw materials and logis.	Rew product line	Generic	In Progress	Normal	6/27/2	014 6/28/2014	8:00	4:30	G	
	4 1 2 3 4 5 6 7 8 9 1	IO 🕨 🕨 Page size: 10 🔻									98 items in 10 page

This list can also be customised into columns, with the field to be shown in each column 6 selected from the dropdown list 5.

II+ (5)										Export to Exc
Task/Activity Manager Icon		Туре	Status 6	Priority	Start	End	Estimate	Actual Ti	Time entry	
Task/Activity Name		Generic	In Progress	Normal	10/21/2	12/31/2	10:00	0:00	G	
Project/Service Name		Senenc	in royless	nonnai	19/2 1/2	1210112	10.00	0.00		
🖞 Type		Generic	In Progress	Normal	3/11/2014	3/12/2014	8:00	6:30	G	
Status										
Priority		Generic	In Progress	Normal	4/2/2014	4/5/2014	10:00	7:00	G	
f) Start		Canada	In Progress	Managal	7/4/2014	7/10/2014	40.00	5:00	0	
] End		Generic	in Progress	Normal	114/2014	//10/2014	10:00	5.00	G	
Estimated time		Generic	In Progress	Normal	1/14/2014	1/15/2014	8:00	7:00	B	
Actual Time										
] Task/Activity ID		Generic	In Progress	Normal	12/20/2	12/22/2	4:00	2:30	6	
Manager	_									
] Team		Generic	In Progress	Normal	1/14/2014	1/16/2014	10:00	9:00	4	
Project/Service Manager	development	Generic	In Progress	Normal	9/30/2014	9/30/2014	4:00	3:00	6	
Project/Service ID	development	Generic	III Flogless	Normal	9/30/2014	9/30/2014	4.00	3.00	3	
Company Project/Service Code		Generic	In Progress	Normal	1/11/2014	1/14/2014	8:00	7:30	G	
f Time entry icon									-	
+ Apply select all clear default		Generic	In Progress	Normal	6/27/2014	6/28/2014	8:00	4:30	G	

4. In a Project

When clicking on a project, you will find a series of tabs such as this:



- **Home**: providing summary information on the project and access to the Communication Panel for the project.
- General: More details about the project, its dates and relationships with your organisation.
- Team: Information on the participants Project Manager, the team and interested parties.
- My Tasks: tasks that have been allocated to you.
- Documents: Files or links of relevance to the project.

By clicking on a task, you will be shown a series of tabs similar to those shown when opening a project:



- General: Details of the task.
- **Team:** The people involved in the task.
- **Documents**: Files or links of relevance to the task.

If you are the **Task Manager** (this is indicated by the L icon on the lists and by your appearance as such under the "Team" section), you will not only be able to view the information but you will be able to edit details and gain access to an additional section entitled "Supervision".

		General	Team	Effort	Follow-up	Docs					
Follow	v-up: "Wait and see" stage				1						
	•										
										A 44 T	and Fallers
										Add T	ask Follow
#	Task Name D	Description	_	_		_	Percentage	Assessment	Follow-up Date	Add T Created by	ask Fol

If this is the case, it is important that you fill in the supervision fields with the necessary information as often as instructed by your organisation because this information is needed for advancing the project and the programmes and the portfolio.

	Team My Tasks General	Doc	Effor	Follow-up	Docs
	General	ream	Elior	rollow-up	000
ow-up: "Wait and see" sta	ae				
	0-				
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Assessment:	Good		•		
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					a sundative
	0				
* Percent Completed:		21	🕑 Upda	te % complete of par	ent elements

5. Time Sheet

Each member of a team can fill in the number of hours dedicated to their assigned tasks in one of two ways: weekly or for a range of dates.

Click on "Time Sheet" (1) from "MY DESKTOP" and indicate the time used in the box corresponding to each day of the week (2):

Programs & Portfolio	My Timesheet /											Search	
	wy limesheet/											Jearch	
	My Timesheet My Time Report												
MY DESKTOP													
Home													
My Projects	My Timesheet												
My Services	Previous Week	V	Veek 37:	/8/2014									Next Week
My Tasks & Activities	Project/Service Name	Prev acc time	08-Sep Mon	09-Sep Tue	10-Sep Wed	11-Sep Thu	12-Sep Fri	13-Sep Sat	14-Sep Sun	Total weeks' time	Total acc Time		
My Timesheet	Rew product line	250: 1 5	0:00	0:30	0:30	0:30	0:30	0:30	0:00	2:30	252:45	2	
U	Confirm product specifications	4:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00	石	
	Equipment	2:30	0:00	0:30	0:30					1:00	3:30	E .	
	Install and test new equipment or modification of equipment	0:00				0:30	0:30	0:30	0:00	1:30	<mark>1:30</mark>	志	
	Software application development	21:15	0:00	2:45	6:00	1:30	1:30	1:30	0:00	13:15	34:30	5	
	Determine the scope of the project	3:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	3:30	25	
	The preliminary budget	2:45	0:00	2:45	2:45					5:30	8:15	局	
	Obtain approvals to proceed (concept, schedule and budget)	0:00			3:15					3:15	3:15	E .	
	Functional specifications	0:00				1:30	1:30	1:30	0:00	4:30	4:30	周	
	Total Work Hours Unassigned time Overtime		0:00 8:00 0:00	3:15 4:45 0:00	6:30 1:30 0:00	2:00 6:00 0:00	2:00 6:00 0:00	2:00 0:00 2:00	0:00 0:00 0:00	15:45 26:15 2:00			

Or allocate hours to daily tasks for a range of dates from the "My Tasks and Activities" section 3 by clicking on the "Time Sheet" icon 4, selecting the dates and indicating the hours dedicated to the task.

Programs & Portfoli	O My Tasks & Activities									Search	
	P Filter										1
MY DESKTOP	Priller										filter applied
Home	Task/Activity Name:	Project/Service Name:									
My Projects	Priority: All	▼ Type: All		•		Status: All			-	+ Apply × Rese	et
My Services			view m	ore options 🗸							1
	ht Assigned Tasks & Astruitias										
My Tasks & Activities	3 My Assigned Tasks & Activities										
) My Timesheet											Export to Exc
	Task/Activity Name	Project/Service Name	Туре	Status	Priority	Start	End	Estimate	. Actual 1	Ti Manager	Time entry
	"Wait and see" stage	Rew product line	Generic	In Progress	Normal	10/21/2	12/31/2	10:00	0:00	Travis Ore <mark>llana</mark> ,	6
	Allocate resources for develo	P New product line	Generic	In Progress	Normal	3/11/2014	3/12/2014	8:00	6:30	Travis Ore <mark>ll</mark> ana	G
(New product line - Time Entry		neric	In Progress	Normai	4/2/2014	4/5/2014	10:00	7:00	Travis Orellana	G
	Task ID:: T-1523-13080051		neric	In Progress	Normal	7/4/2014	7/10/2014	10:00	5:00	Travis Orellana	6 4
	Task Name: Confirm product specification	15		In December	Numeral	4/4 4/2014	4450044	0.00	7.00	Track Orders	4
	Task Start Date: 8/22/2014		neric	In Progress	Normal	1/14/2014	1/15/2014	8:00	7:00	Travis Orellana	G
	Task Due date: 10/21/2014		neric	In Progress	Normal	12/20/2	12/22/2	4:00	2:30	Victoria Snelling	6
		View All Entries for Selected Date	neric	In Progress	Normal	1/14/2014	1/16/2014	10:00	9:00	Travis Orellana	6
	Date Work Ended:	m						March 10			
	Start Time: 0 V Start Minutes:		neric	In Progress	Normal	9/30/2014	9/30/2014	4:00	3:00	Julio Cline	G
	End Time: 0 V End Minutes:	n Progress Normal 1142014	neric	In Progress	Normal	1/11/2014	1/14/2014	8:00	7:30	Travis Orellana	•
			neric	In Progress	Normal	6/27/2014	6/28/2014	8:00	4:30	Travis Orellana	(-
	Calculate Total Hours	0:0									items in 10 pag

You can also use the ITM Platform Mobile on your mobile device to fill in the time sheets.

6. Social Communication System

ITM Platform has a corporate social communication system that is similar to the well-known social networks but with the difference that these conversations are classified by topic (project, task, etc.) and only those with access to the items being discussed will have access to the corresponding conversations.

To start a conversation about a certain item, simply type something into the *talkbox* **1** and the system will automatically classify your comment according to the corresponding item.

ITM Platform	share an update	• 1		
Programs & Portfolio	My Projects and tasks/My Projects/	Project: New product line		
	Project: New produc	ct line		
MY DESKTOP	Project Home Y Gener	ai Team My Tasks Docs		
home		General	Team	Docs
My Projects	General			
My Services		Task Name: Laboratory product		
Nu Tacks & Activitias		Task No: T-1523-13080011		

9	About:/Task: Laboratory product 👻	
My Projects	Ok. we need more collaboration with this task	
Project		
Project		< Share

In this example, the comment relates to the "Add Roof" task for the "New Warehouse Construction" project. Once checked, the message will be visible to all those users with access to said task. From then on, any of them can reply and enrich the conversation.

You will be able to make the following types of comment:

- General comments for the whole system
- Specific comments on a certain project (only visible to the members of the team on that project)
- Specific comments on a certain element of the project, such as "Risks" or "Budget"
- Specific comments on a certain task (only visible to those involved in the task and the Project Manager)
- One-to-one comments, as is the case with any IM system

By default, you will also receive an email with the content of the comment in the messages you have posted, as well as all those in which you have participated.

Project	& Service Manager		Task: Assign resources to pre Project: New product line	liminary research
Who pl	aces the purchase orders for the	materials to perform this task?		
Delete	- 09 September 2013 12:45:0	05		
s (Q	how one more comment			
2	David Martin Accounts keep Delete - 09 September		de and has an access role allowing them to do this.	
6	Del Send Direct Me	and a standard and a standard but	udget to include all purchases	
Re	member that we need to assign	the updating of manuals to the	documentation department and to include the	2
			Cor	nment or Canc

On the "Home" page, you will find all the messages to which you have access. These can be filtered, searched and replied to 2, or you can send direct messages 3 that will only be visible to the recipient. Your panel will also show all the automatic system-generated messages, such as those relating to task or project assignments.

7. Mobile App

Any user of ITM Platform can install the mobile app and gain access to their environment, projects, time sheets and Communication Panel.



To do so, search for "ITM Platform" in the app store of your mobile system and install the app.

Once installed, you will be asked to enter your username and password. If you are registered at more than one organisation, you will be able to select the relevant one each time you log in. You will also be able to switch servers if you use one other than app.itmplatform.com.

When launching the app, the upper section **1** will display the *talkbox* for starting conversations and accessing your profile by clicking on the photo.

The main menu 2 will provide you with access to the Home page (in the image), the projects and tasks assigned to you and the time sheet, from where you can consult and create new entries.

The main section of the "Home" page displays the communication system (3), which operates in a similar way to the web application - allowing you to create, read and comment on public and private messages.

Time Sheet

From your mobile device, you will be able to report the hours dedicated to each task and even use a *start/stop* counter **(4)**, which can be started when you start the task and stopped when you finish the task.

Various other items of information are also available that will help you better position the projects and tasks to which you are assigned, such as the project team (5) or the general information section.



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